



**BUFFALO STATE**  
The State University of New York

**Institutional Review Board**

Sponsored Programs Office, Buckham Hall B206  
1300 Elmwood Avenue, Buffalo, NY 14222  
Federalwide Assurance ID#: 00007126

**COLLABORATIVE IRB TRAINING  
INITIATIVE (CITI)**

**Introduction**

In June 2000 PHS revised its policy related to human subject protection and mandated that all key personnel involved in PHS-funded human subject research must receive formal instruction in human subject protection. The Federal Wide Assurance (FWA) that Buffalo State currently has on file with the Office of Human Research Protections (OHRP) further stipulates that the same standards that are applied to federally-funded research will also be applicable to all nonfederal, departmental, and student research conducted at Buffalo State; therefore, in order to satisfy this requirement, ALL individuals who are involved in research that involves human subjects at Buffalo State are required to participate in a training program.

The protection of human subjects in research at Buffalo State falls under the auspices of the Sponsored Programs Office. Dr. Mark W. Severson, Dean, School of Natural and Social Sciences, and Special Adviser to the Provost for Academic Research Initiatives, currently serves as the signatory official designated by OHRP as the individual at our campus who has the overall responsibility to ensure human subject protection. Dr. Jill Norvilitis is currently the chair of Buffalo State's Institutional Review Board (IRB). The day-to-day activities related to human subject protection, however, are coordinated through the Sponsored Programs Office. Questions related to the training with respect to human subject protection or human subject protocols should be directed to Gina Game, IRB Administrator, at [gameg@buffalostate.edu](mailto:gameg@buffalostate.edu). To satisfy the training requirement, you must register to take the web-based educational program.

**Web-Based Educational Program**

In order to provide you with a web-based human subjects research education program, the Sponsored Programs Office at Buffalo State has entered into a partnership with the University of Miami's Collaborative IRB Training Initiative (CITI). This program meets the June 2000 PHS policy mandate and consists of 14 required modules and 4 optional modules each focused on a different aspect of human subjects in behavioral research. The content of each module is developed by experts in the associated fields and includes an applicable quiz.

## **CITI Course Requirements**

In order to receive a certificate of course completion, you must certify that you have read the required materials and taken the required course modules.

### **Required Reading and Modules**

Required materials are available on the Sponsored Programs Office website ([sponsoredprograms.buffalostate.edu](http://sponsoredprograms.buffalostate.edu)) and in the Huron Click IRB library.

### **Required Reading**

The Belmont Report  
Protection of Human Subjects – DHHS Title 45CFR46

### **Required Modules**

The time required to complete these modules is estimated to be approximately three hours. The course does not have to be completed in one sitting.

## **SUNY - Buffalo State**

Group:	Group 2: Social / Behavioral Investigators and Key Personnel
Stage 1 :	Basic Course

### **Citi Required Modules**

Belmont Report and CITI Course Introduction (ID: 1127)  
Students in Research (ID: 1321)  
History and Ethical Principles – SBE (ID: 490)  
Defining Research with Human Subjects – SBE (ID: 491)  
The Federal Regulations – SBE (ID: 502)  
Assessing Risk – SBE (ID: 503)  
Informed Consent – SBE (ID: 504)  
Privacy and Confidentiality – SBE (ID: 505)  
Research with Prisoners – SBE (ID: 506)  
Research with Children – SBE (ID: 507)  
Research in Public Elementary and Secondary Schools – SBE (ID: 508)  
International Research – SBE (ID: 509)  
Internet-Based Research – SBE (ID: 510)  
Research and HIPAA Privacy Protections (ID: 14)  
The IRB Member Module – ‘What Every New IRB Member Needs to Know’ (ID: 816)  
Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928)  
SUNY Buffalo State College (ID: 584)

### **Optional Modules**

Consent in the 21<sup>st</sup> Century (ID: 17060)  
Consent Tools Used by Researchers (ID: 16944)

## **CITI Program New Learner Account Registration**

- Go to <https://www.citiprogram.org/>
- On the homepage click on the "Register" button located in the blue log in box
- Complete the registration form
- Register using your Buffalo State email account
- Be sure to select SUNY - Buffalo State as the participating institution
- Will you be requesting CME / CEU credits for the course(s) you are about to complete if the cost per course (4-6 credits) is only \$80.00/course? *Choose No*
- Human Subjects Research
- Choose – Group 2: Social/Behavioral Investigators and Key Personnel
- Choose – I have not previously completed an approved Basic Course
- You are not required to complete the other courses (e.g., Responsible Conduct of Research, IACUC, Financial Conflict of Interest, etc.); however, the courses are available to you for additional on-line ethics training.

The software will track your progress through your required and, if you choose, your optional courses. After each module you will be prompted to take a short quiz before moving to the next module. The software also provides a grade book which shows you which modules you have completed, the scores you received on each of the applicable quizzes, as well as the modules you have left to complete. You are provided the option to retake any quiz for which you receive a low score. An average of 80% or higher on the quizzes that follow each module is considered acceptable. The Buffalo State's IRB Administrator will receive completion reports from CITI.

If you have any questions regarding CITI, please contact Gina Game, IRB Administrator, at [gameg@buffalostate.edu](mailto:gameg@buffalostate.edu).